

## **Secondary State SkillsUSA Officer Candidate and Election Procedures**

The procedures for state SkillsUSA officer candidates is detailed in the sections which follow. These procedures adhere to the regulations set forth in the Missouri SkillsUSA Bylaws, effective October 2006. Candidates, their advisors, parents, and administrators should be aware of these procedures.

### **1. Eligibility**

- A. Competed in a Leadership Competition at the most recent District Conference.
- B. Enrolled as a full-time preparatory student in a vocational course meeting the State Plan for Vocational Education with one full year remaining in a vocational course.
- C. Active membership status in SkillsUSA.
- D. Meets the eligibility requirements of the local school district for participation in intra and extra-curricular activities.
- E. Above average standing and on target for graduation.
- F. Written recommendation from: Local Vocational Administrator, Lead Chapter SkillsUSA Advisor, Local Vocational Instructor. Secondary candidates must also have a recommendation from his or her Local High School Administrator.
- G. Available to represent Missouri SkillsUSA through personal appearances during his or her tenure of office.

### **2. Nomination**

- A. Complete a state officer application (Form MO SkillsUSA-5 or PSMO SkillsUSA-5) and submit with required documentation by March 1.
- B. Upon verification of eligibility by State Office staff, the candidate's name will be submitted to the credentialing committee to complete the officer candidate procedure. Any candidate who is not eligible will be notified of deficiencies and timelines by which they must be met.

### **3. Credentialing**

- A. The credentialing committee will administer a written SkillsUSA knowledge test. (The test will cover SkillsUSA knowledge, leadership, parliamentary procedure, and human relations from the *SkillsUSA Leadership Handbook*, the *SkillsUSA PDP Student workbook*, and Levels 1 and 2 of the PDP.) The minimum qualifying written test score shall be 75%.
- B. The credentialing committee will review all applications and test scores to determine who has met the minimum qualifications and who should advance to the interview process.
- C. The credentialing committee will interview all qualified candidates, review test results and recommend two candidates for each office to be placed on the ballot.

### **4. Election Procedure**

- A. Each Candidate comply with campaign materials and candidate commitment to service brochure policies
- B. Each Candidate shall attend the Meet the Candidates Session
- C. Each candidate shall give a one to two minute speech before the electoral committee.
- D. Each candidate shall respond to the same problematic oral question before the electoral committee.
- E. Voting shall be by secret ballot. Each member of the electoral committee will mark a ballot indicating their choice for each of seven state officer team members. Ballots will be collected by the state officers and tabulated by the State SkillsUSA director or his or her designee.
- F. Results will be announced at the Officer Installation Ceremony. All candidates must be present at the Installation Ceremony in official SkillsUSA dress. All candidates should be familiar with the Officer Installation Ceremony.

### **5. Procedures for Newly Elected Officers**

- A. Assist the outgoing officer team with the Awards Ceremony.
- B. Attend the National Conference Orientation. (Immediately after the Awards Session.)
- C. Attend the following SkillsUSA activities during the upcoming year.

May	State Officer Training (Fri.-Sat.)	2 days
June	State Officer Training 101 and SkillsUSA National Leadership & Skills Conference (NLSC) as a delegate (Sat.-Sat.)	8 days
August	New Teachers Institute	2 days
October	Statewide Leadership Conference (Thurs.-Sat.)	3 days
October	Mid-America Leadership Conference (Wed.-Sun.)	5 days
October	Executive Council Meeting (Fri.)	1 day
January	Executive Council Meeting (Fri.)	1 day
March	State Leadership and Skills Conference (Wed.-Sat.)	4 days

**NOTE: Some of these days will be school days; however, you must be prepared to attend some events on weekends and during summer vacation.**

- E. Sign and adhere to the state officer contract.
- F. Maintain enrollment in the vocational education program.
- G. Maintain quarterly officer reports.
- H. Maintain grades and behavior at school reflective of a State SkillsUSA officer.

## 6. **Officers and Duties**

The Missouri Association of SkillsUSA shall elect seven secondary and seven post secondary officers at the annual Missouri SkillsUSA Leadership and Skill Conference. Applications for office must be filed, in the State Office by March 1. The officers and their duties are:

### **A. President**

- L Key student ambassador for the Missouri SkillsUSA
- L Primary link between students and the State Office
- L Exhibits strong leadership qualities
- L Able to work with people and encourage them to work for the benefit of Missouri SkillsUSA
- L Delegates the work of Missouri SkillsUSA appropriately
- L Assesses personal strengths and abilities of others and utilizes them effectively
- L Informed about activities throughout the state and moves Missouri SkillsUSA in a positive direction
- L Presides over meetings utilizing parliamentary procedure
- L Solicits the ideas of the members without interjecting personal opinions
- L Understands impact of business being discussed

### **B. Vice President**

- L Serves as the first assistant to the president
- L Possesses similar leadership characteristics as the president
- L Conducts meetings using parliamentary procedure in the absence of the president
- L Responsible for the meeting room arrangements as described in the handbook, in cooperation with the parliamentarian
- L Assures all committee meetings are following Missouri SkillsUSA policies

### **C. Secretary**

- L Advises the president during the meeting about the agenda
- L Maintains a record of attendance at business meetings
- L Counts votes
- L Maintains a record of business transacted at official Missouri SkillsUSA–VICA business meetings to include: the name of the presiding officer, the members present, approval of the minutes of the previous meeting, treasurer's report, officer and committee reports, motions made and passed or failed, adjournment, and signature of the presiding officer
- L Clarifies motions to assure an accurate record of the motion
- L Reads minutes of the previous meeting at each official Missouri SkillsUSA business meeting
- L Assures that the Missouri SkillsUSA Constitution and Bylaws are available for reference at each official business meeting
- L Maintains of list of the names and chairperson of all standing and ad hoc committees

- L Reads communication directed to Missouri SkillsUSA
- L Corresponds on behalf of Missouri SkillsUSA
- D. Treasurer**
  - L Assists the vice president with his or her duties
  - L Chairperson of the State Pin Selection Committee
  - L Co-chairperson of Missouri's National Delegates
- E. Reporter**
  - L Assists the secretary with his or her duties
  - L Counts votes
  - L Takes a lead in publicity of the activities of the state officers and of Missouri SkillsUSA
- F. Parliamentarian**
  - L Serves as the Missouri SkillsUSA consultant to the president on procedural matters
  - L Understands parliamentary procedure
  - L Possesses strong communication skills to assist the president to maintain order during business meeting
  - L Assures that a copy of *Robert's Rules of Order, newly Revised*, and the *SkillsUSA Leadership Handbook* are available for reference at official business meetings
- H. Historian**
  - L Assists the parliamentarian with his or her duties
  - L Co-chairperson of the officer credentialing committee
  - L Coordinates the state officer's PDP progress
  - L Maintains a scrapbook and other documentation of the activities of Missouri SkillsUSA.

As a state officer, you represent Missouri SkillsUSA at your school, in your community, and at State, Regional, and National meetings. Election to state office is an honor that also carries with it responsibilities. The state officer team is responsible for efficient function of Missouri SkillsUSA and assuring the purpose of SkillsUSA is protected. To prepare for these responsibilities you must:

- L Familiarize yourself with the SkillsUSA Leadership Handbook
- L Commit to completion of the PDP through the American SkillsUSA Degree
- L Maintain an objective opinion on issues
- L Develop public speaking skills
- L Develop professional writing skills
- L Develop good interpersonal communication skills and leadership skills
- L Familiarize yourself with the duties of your office and the responsibilities of a state officer and commit to fulfilling these responsibilities

## **SkillsUSA Officer Required Attendance List**

### **State Officer Training**

Sometimes in May.

*SkillsUSA will provide, food, and lodging, and schools may receive some reimbursement for travel.*

### **National SkillsUSA Leadership and Skills Conference**

Last part of June

*Officer and school are responsible for food, lodging, and transportation. Missouri SkillsUSA provides the registration fee. Officer will be housed with other students from their school (if applicable), who pay for the room.*

### **Officer 101**

Last part of June

*It starts the Saturday before the National Conference. Missouri State Officers show up Friday afternoon and stay until their chapters get to the Hotel Monday afternoon. The Hotel is paid for by SkillsUSA.*

### **New Teachers Institute???**

August , CMSU, Warrensburg

*NTI will provide reimbursement for transportation and food.*

### **State Leadership Conference**

*Officer and school are responsible for transportation. SkillsUSA will provide registration that includes food. Officer is lodged with other students from the respective school, who pay for the lodging cost.*

### **Executive Council Meetings**

Last of October and Last of January in Jefferson City

*Missouri SkillsUSA will give partial reimbursement for transportation and will provide food*

### **Missouri SkillsUSA State Conference**

*SkillsUSA will provide food, and lodging. Officer and school are responsible for transportation. Advisors bringing officers on Wednesday before conference are provided housing for Wednesday night only.*

***We also encourage the officers to go to the Mid-America Leadership Conference in Columbus Nebraska in October. It is paid for by SkillsUSA. The officers are responsible for staying in contact with the district officers. The officers have to send quarterly reports about their activities. If you have additional questions please call, State SkillsUSA Director at (573) 751-4460.***

**MISSOURI SKILLSUSA**  
**SECONDARY STATE OFFICER TEAM MEMBER**  
**CANDIDATE APPLICATION**

**MUST be filed in the State Office by March 1**

**Candidate for the office of: State Officer Team Member**

**Candidate's Full Name** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Home Phone Number** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Local Association** \_\_\_\_\_

**School Address** \_\_\_\_\_

**School Phone Number** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Parent's Name** \_\_\_\_\_

**Parent's Home Address** \_\_\_\_\_

**Parent's Phone Number** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Vocational Class Enrolled in** \_\_\_\_\_

**District Office you hold** \_\_\_\_\_ **SkillsUSA District** \_\_\_\_\_

Attach the following to this application:

1. Written Response Sheet.
2. Resume: Include leadership, academic, and vocational achievements.
3. Letters of reference (emphasize character, leadership abilities, vocational, and academic accomplishments) from each of the following: Area Vocational School Administrator (if applicable), Local High School Administrator, Lead Chapter SkillsUSA-VICA Advisor, and Local Vocational Instructor.

**Mail application and attachments to:**

**Matt Haeffner**

**Missouri SkillsUSA**

**P.O. Box 480**

**Jefferson City, MO 65102-0480**

Missouri SkillsUSA does not discriminate on the basis of race, color, creed, gender, disability, age, or national origin. This policy pertains to admission to, access to, or treatment in its programs and activities.

## Qualifications for State Officer Team Member

- <sup>a</sup> Meets eligibility requirements of the local school district for participation in intra and extra-curricular activities.
- <sup>a</sup> Active membership status in SkillsUSA.
- <sup>a</sup> Enrolled in a secondary vocational program (meeting the requirements of the State Plan for Vocational Education) as a full-time preparatory student. One full year remaining in a secondary vocational program.
- <sup>a</sup> Competed in a Leadership Competition at the most recent District Conference.
- <sup>a</sup> Above average standing and on target for graduation.
- <sup>a</sup> Written recommendation from: Area Vocational School Administrator (if applicable), Lead Chapter SkillsUSA Advisor, Local High School Administrator, and Local Vocational Instructor.
- <sup>a</sup> Available to represent Missouri SkillsUSA through personal appearances during his/her tenure of office.

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## Election Requirements

- <sup>a</sup> Take written SkillsUSA knowledge test on Thursday of the State Conference. A score of 75% is required to advance to the interview level. (Test will cover SkillsUSA knowledge, leadership, parliamentary procedure, and human relations from the *SkillsUSA Leadership Handbook*, the *SkillsUSA PDP Student workbook*, and Levels 1 and 2 of the PDP.)
- <sup>a</sup> Be interviewed by the Credentialing Committee on Friday of the State Conference.
- <sup>a</sup> Comply with campaign materials and candidate commitment to service brochure policies
- <sup>a</sup> Participate in the meet the candidates session on Friday of the State Conference.
- <sup>a</sup> Give a two minute speech before the Electoral Committee on Friday of the State Conference.
- <sup>a</sup> Answer a problematic question before the Electoral Committee.

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I agree to support this candidate to fulfill the responsibilities of the office to which he or she may be elected. He or she will be available to represent Missouri SkillsUSA through personal appearances and to attend all state meetings during his or her tenure of office.

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Signature of parent(s) or guardian

I agree to assist this candidate to be available to represent Missouri SkillsUSA through personal appearances and to attend all state meetings during his or her tenure of office. The school will be responsible for paying for the expenses of this candidate as outlined on the State Officer Required Attendance Sheet. This candidate participated in the District SkillsUSA Conference and is a newly elected district officer.

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Signature of Local SkillsUSA Advisor

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Signature of Local Vocational Administrator

I certify that the attached documents and the above answers are true. I have read the requirements and duties for state office and believe myself to be qualified and will serve to the best of my ability, if elected, and will abide by all rules and regulations of Missouri SkillsUSA.

Date \_\_\_\_\_

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Signature of Candidate

**MISSOURI SKILLSUSA**  
**POSTSECONDARY STATE OFFICER TEAM MEMBER**  
**CANDIDATE APPLICATION**

**MUST be filed in the State Office by March 1**

**Candidate's Full Name** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Home Phone Number** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Local Association** \_\_\_\_\_

**School Address** \_\_\_\_\_

**School Phone Number** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Parent's Name** \_\_\_\_\_

**Parent's Home Address** \_\_\_\_\_

**Parent's Phone Number** (\_\_\_\_) \_\_\_\_ - \_\_\_\_

**Vocational Class Enrolled in** \_\_\_\_\_

**District Office you hold** \_\_\_\_\_ **SkillsUSA District** \_\_\_\_\_

Attach the following to this application:

1. Written Response Sheet.
2. Resume: Include leadership, academic, and vocational achievements.
3. Letters of reference (emphasize character, leadership abilities, vocational, and academic accomplishments) from each of the following: Area Vocational School Administrator or Community College Dean, Lead Chapter SkillsUSA Advisor, and Local Vocational or Community College Instructor.

**Mail application and attachments to:**  
**Matt Haeffner**  
**Missouri SkillsUSA P.O. Box 480**  
**Jefferson City, MO 65102-0480**

Missouri SkillsUSA does not discriminate on the basis of race, color, creed, gender, disability, age, or national origin. This policy pertains to admission to, access to, or treatment in its programs and activities.

## Qualifications for State Officer Team Member

- <sup>a</sup> Active membership status in SkillsUSA - Post secondary Division.
- <sup>a</sup> Enrolled in a post-secondary vocational program (meeting the requirements of the State Plan for Vocational Education) as a full-time preparatory student. One full year remaining in a post-secondary vocational program.
- <sup>a</sup> Above average standing and on target for completion.
- <sup>a</sup> Written recommendation from: Area Vocational School Administrator, Lead Chapter SkillsUSA Advisor, and Local Vocational or Community College Instructor.
- <sup>a</sup> Available to represent Missouri SkillsUSA through personal appearances during his/her tenure of office.

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## Election Requirements

- <sup>a</sup> Take written SkillsUSA knowledge test on Thursday of the State Conference. A score of 75% is required to advance to the interview level. (Test will cover SkillsUSA knowledge, leadership, parliamentary procedure, and human relations from the *SkillsUSA Leadership Handbook*, the *SkillsUSA PDP Student workbook*, and Levels 1 and 2 of the PDP.)
- <sup>a</sup> Be interviewed by the Credentialing Committee on Friday of the State Conference.
- <sup>a</sup> Comply with campaign materials and candidate commitment to service brochure policies
- <sup>a</sup> Participate in the meet the candidates session on Friday of the State Conference.
- <sup>a</sup> Give a two minute speech before the Electoral Committee on Friday of the State Conference.
- <sup>a</sup> Answer a problematic question before the Electoral Committee.

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I agree to support this candidate to fulfill the responsibilities of the office to which he or she may be elected. He or she will be available to represent Missouri SkillsUSA through personal appearances and to attend all state meetings during his or her tenure of office.

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Signature of parent(s) or significant other (if applicable)

I agree to assist this candidate to be available to represent Missouri SkillsUSA through personal appearances and to attend all state meetings during his or her tenure of office. The school will be responsible for paying for the expenses of this candidate as outlined on the State Officer Required Attendance Sheet. This candidate participated in the District SkillsUSA Conference and is approved by the Senior District Advisor.

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Signature of Local SkillsUSA Advisor

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Signature of Local Vocational Administrator

I certify that the attached documents and the above answers are true. I have read the requirements and duties for state office and believe myself to be qualified and will serve to the best of my ability, if elected, and will abide by all rules and regulations of Missouri SkillsUSA

Date \_\_\_\_\_

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Signature of Candidate